

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING
May 28, 2020**

PRESENT: Bev Bartlett, Mary Johnson, Mary Derginer, Randy Johnson, Dennis Rader, Eileen Littig, Megan Borchardt, Debi Lundberg, Robert Johnson, Tom Diedrick, Patricia Lassila

EXCUSED:

ABSENT: Amy Payne, Sam Warpinski

ALSO PRESENT: Christel Giesen, Debra Bowers, Kristin Willems, Laurie Ropson, Barb Michaels, Jeremy Slusarek, Jessi Arvey, John Holzer, Mary Schlautman, Kimberly Gould, Tina Brunner, Devon Christianson

The meeting was called to order by Chairperson Johnson at 8:30 a.m.

PLEDGE OF ALLEGIANCE:

INTRODUCTIONS:

ADOPTION OF AGENDA:

APPROVAL OF MINUTES OF REGULAR MEETING OF APRIL 23, 2020:

Ms. Littig/Ms. Lundberg moved to approve the minutes for the April 23, 2020 Meeting. **MOTION CARRIED with no negative vote.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

REVIEW AND APPROVAL OF APRIL 2020 FINANCE REPORT:

Ms. Bowers referred to the April 2020 Financial Highlights and ADRC/Grounded Cafe Summary Report to demonstrate the expenses and revenues for April 2020.

Ms. Bartlett/Supervisor Borchardt moved to receive the April 2020 finance report and place on file. **MOTION CARRIED with no negative vote.**

REVIEW OF DONOR DIRECTED DONATIONS REPORT FOR APRIL 2019:

Ms. Bowers reviewed the donor directed donations in April 2020 to include donations from Asera Care, 100 Women Who Care, and donations from Give Big Green Bay event.

EXECUTIVE AND FINANCE COMMITTEE REPORT:

Chairperson Johnson updated the board on discussion from the Executive and Finance Committee meeting from May 21, 2020.

A. APPROVE CHANGES 2019 NET ASSET POLICY:

Ms. Johnson/Ms. Bartlett moved to approve changes to the 2019 Net Asset policy as presented. **MOTION CARRIED with no negative vote.**

B. APPROVE 2019 NET ASSETS:

Ms. Littig/Mr. Robert Johnson moved to approve the 2019 Net Asset Report as reviewed by the Executive & Finance Committee. **MOTION CARRIED with no negative vote.**

FORESIGHT: BOB JOHNSON THE 4 FUTURES OF TELEMEDICINE

Mr. Robert Johnson shared his presentation regarding history of mental illness and new and future telemedicine opportunities for treatment.

DIRECTORS REPORT:

A. PAT LASSILA APPROVAL ON THE BOARD:

Ms. Johnson/Ms. Littig moved to approve addition of Pat Lassila to ADRC Board of Directors. **MOTION CARRIED with no negative vote.**

B. EMPLOYEE HANDBOOK REVIEW AND APPROVAL:

Ms. Littig/Mr. Diedrick moved to approve the updated ADRC Employee Handbook. **MOTION CARRIED with no negative vote.**

C. DE PERE COMMUNITY CENTER: NUTRITION

Mr. Diedrick/Ms. Johnson moved to approve providing De Pere Senior Center 60-day notification to discontinue the congregate and home-bound meals at De Pere site and relocated operations to the ADRC at 300 S Adams St. Green Bay WI. **MOTION CARRIED with no negative vote.**

D. SUCCESSION RE-ORGANIZATION PLAN

Ms. Christianson shared the initial draft for succession planning as 2 ADRC Coordinators will be retiring in 2021. Position changes will need to be approved for 2021 budget. The Executive and Finance Committee will review at their June Meeting and bring recommended changes through the budget process to the full ADRC Board of Directors in July.

E. COVID-19 PHASE-IN PLAN

Ms. Christianson asked the ADRC Board for direction for criteria for reopening the ADRC. Ms. Christianson proposed a 3 phase plan that is modeled after the State of Wisconsin Badger Bounce Back Plan. This plan was reviewed by Brown County HR and Public Health.

Phase 1 – Current day. Building is locked to public. 10 staff people or less gathering to provide essential services such as homebound meals. Information and Assistance and Benefit Specialists providing customer support via phone or virtual call.

Phase 2- 50 people can gather. This would prompt some staff returning to the ADRC. Building remains locked but staff can meet with customers in the office by appointment. Proposed phase 2 criteria include:

- Brown County is no longer in state of emergency
- 14-day downward trend in infection rate in Brown County

Phase 3- Open ADRC doors to the public for walk-ins' congregate meals, social/prevention programming and Grounded café opens. Proposed criteria:

- Vaccine that is approved by Public Health that provides appropriate community immunity effectiveness
- 6-month absence of the virus in the community

Ms. Littig/Mr. Diedrick moved to approve the Plan criteria for phase 2 to include:

- local state of emergency is lifted AND
- 14 days of declining infection rate
- Masking for employees outside of their private offices is required at all times

Movement to Phase 3 criteria include:

- Vaccine that is available and provides appropriate community immunity effectiveness per Brown County Public Health

MOTION CARRIED with no negative vote.

LEGISLATIVE UPDATES:

ANNOUNCEMENTS:

Ms. Christianson thanked Coordinators for their efforts to work through these times.

NEXT MEETING – ADRC Board, at 8:30 AM on July 9, 2020 at 300 S. Adams St. (NOTE time to start 8:30 AM)

Executive & Finance Committee Meeting/Finance 101 at 8:30 AM on June 25th 2020 at 300 S. Adams St.

ADJOURN:

Mr. Diedrick/Ms. Littig moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:35 a.m.